



Department of Planning & Zoning  
Zoning Plans Processing Section  
Permitting and Inspection Center  
11805 SW 26 Street  
Miami, FL 33175

## Zoning Plans Processing Plan Review Submittal Checklist

### RESIDENTIAL NEW – ADDITIONS

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Property Folio Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Instructions for using this form:

1. This form gives a general list of items required for approval of a Building Permit by Zoning Plans Processing. Please be aware this is a general list; not all items apply to all projects.
2. Items have been listed under a broad category with various more specific required items listed under those categories. Please check the boxes for those general headings that apply for your project, and then check off the items you have provided.
3. Those items in **BOLD PRINT** are ABSOLUTELY REQUIRED. All other items are required if applicable as stated.

**PERMIT APPLICATION TYPES:**

<b>New SFR – Townhouse – clusters – ZLL</b>	
	<b>Site plan and/or survey</b>
	<b>Floor plan</b>
	<b>Elevation plan</b>
	<b>Legal description</b>
	<b>Landscape plan – legend</b>
	Zoning Legend Notes
	Landscape compliance form
	Copy of resolution – variance (if applicable)
<b>Master Model</b>	
	Letter of no change
<b>Guest House:</b>	
	<b>Same as above</b>
	<b>Guest House Agreement</b>
<b>Additions</b>	
	<b>Site plan and/or survey</b>
	<b>Floor plan</b>
	<b>Elevation plan</b>
	<b>Legal description</b>
	Copy of resolution – variance (if applicable)
	Association Approval (if townhouse or cluster development)
	Waiver of objection from adjacent property owners (if townhouse or cluster development)

I have reviewed the plans and materials being submitted and hereby affirm that all the items checked off on this list are accurate and have been provided.

Owner/Agent\_\_\_\_\_

Date:\_\_\_\_\_